



**OFFICE of EDUCATION INNOVATION**

**MASTER CALENDAR  
OF REPORTING REQUIREMENTS**  
for Turnaround Academies

**2014-2015**

Office of the Mayor  
2501 City-County Building  
200 East Washington Street  
Indianapolis, Indiana 46202  
Telephone: 317.327.3601  
[www.indy.gov/oei](http://www.indy.gov/oei)



### Overview

The following calendar includes deadlines for submitting key information to the Office of Education Innovation (OEI) during the 2014-2015 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. OEI will attempt to notify schools of changes in the calendar and/or reporting requirements and will give a reasonable period of time to meet any altered deadlines for providing information that the OEI requires.

**All reporting requirements should be sent electronically by the 1st of each month to the OEI Compliance e-mail account at [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov). SBOE Monthly Reports should be sent electronically to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov) and state reports should be submitted to the appropriate entity by the due dates listed in this calendar.**

Please note that if information is received more than a week after the due date, OEI reserves the right to take the following actions:

- 1) First occurrence: OEI will internally document and discuss the occurrence during the subsequent compliance meeting.
- 2) Second and subsequent occurrences: OEI will utilize the turnaround quarterly assessment to formally document the occurrences.

### August 2014

All documents listed for the month should be provided electronically by **August 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	Organizational chart for 2014-15 school year (including all levels of school personnel)
	Submit a copy of updated personnel policies and procedures handbook/manual for 2014-15
	School calendar for 2014-15 school year
	School-Specific educational goal target percentages for the 2014-2015 school year
	Master schedule including teacher classroom assignments
	Assessment calendar for 2014-15 school year
	Indiana Department of Education approved 2014-15 SIG Application
	Submit a copy of 2014-2015 School Handbooks (including employee handbook & student/family handbook)
	Community events calendar/dates for 2014-2015
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)

### September 2014

All documents listed for the month should be provided electronically to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov), except for state reporting requirements.

	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-MF Report</b>
	<b>DOE-ES Report</b>
	<b>DOE-SP Report</b>

### October 2014

All documents listed for the month should be provided electronically by **October 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	Excel version of DOE-ME Report including STN and <b>Grade Level</b>
	Excel version of DOE-SR Report including STN, Street Address, City, Zip Code, and <b>Grade Level</b>
	Excel version of final DOE-RT and DOE-STN from September 2014
	Excel version of DOE-LM Language Minority Report, which includes information on language minority students for the <b>2013-14 school year</b>
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-ME Report</b>
	<b>DOE-TL Report</b>
	<b>DOE-TB Report</b>

### November 2014

All documents listed for the month should be provided electronically by **November 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Quarterly financial statement for 9/30/2014
	Acuity A data for ELA, Math 3-8
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>LAS Links Report</b>
	<b>DOE-GR Report</b>
	<b>DOE-NE Report</b>
	<b>DOE-CE Report</b>
	<b>DOE-ER Report</b>

### December 2014

All documents listed for the month should be provided electronically by **December 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Acuity A for Algebra I / ECA English 10
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-HB Report</b>
	<b>DOE-LM Report</b>
	<b>DOE-SE Report</b>
	<b>DOE-NT Report</b>

## January 2015

All documents listed for the month should be provided electronically by **January 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	Excel copy of DOE-GR Graduation Report submitted to the IDOE for 2013 graduates
	ISTEP+, ECA and I-READ testing schedules for all grades / teachers
	Written documentation of recruitment strategies, application procedures, enrollment processes
	Any necessary School-specific Educational Goal benchmark data
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-TL Report</b>

## February 2015

All documents listed for the month should be provided electronically by **February 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Quarterly Financial Statements for 12/31/14
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-ME Report (2<sup>nd</sup> period)</b>
	<b>DOE-TL Report (ECA/ISTAR)</b>
	<b>DOE-CC Report</b>
	<b>DOE-CP Report</b>

### March 2015

All documents listed for the month should be provided electronically by **March 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	Electronic copy of DOE-SE Special Education Report submitted to the IDOE
	Any necessary School-specific Educational Goal benchmark data
	Excel version of DOE-ME Report 2 (February count information)
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-TL Report</b>

### April 2015

All documents listed for the month should be provided electronically by **April 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-TL Report (IREAD)</b>
	<b>DOE-SE Report (2<sup>nd</sup> period)</b>

### May 2015

All documents listed for the month should be provided electronically by **May 1<sup>st</sup>** to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	Quarterly financial statement for 3/31/2015
	Projected budget for upcoming fiscal year which begins July 1 <sup>st</sup> , including number of enrolled students upon which the budget is based
	Acuity C Algebra I / English 10
	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-EE Report</b>

**June 2015**

All documents listed for the month should be provided electronically to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov).

	<b>SBOE Monthly Report</b> (please refer to SBOE calendar for specific dates)
	<b>DOE-CE Report (2<sup>nd</sup> period)</b>
	<b>DOE-STN Report</b>
	<b>DOE-CP Report</b>
	<b>DOE-CC Report</b>



All documents listed for the month should be provided electronically to [OEICompliance@indy.gov](mailto:OEICompliance@indy.gov) by the date indicated below. All materials must be finalized and submitted to CECI and IDOE no later than 5 business days prior to the board meeting date.

SBOE Monthly Calendar Submission Dates 2015		
Monthly Report	SBOE Meeting Date	OEI Due Date
January	February 13 <sup>th</sup>	February 1 <sup>st</sup>
February	March 12 <sup>th</sup>	March 1 <sup>st</sup>
March	April 1 <sup>st</sup>	March 23 <sup>rd</sup>
April	May 7 <sup>th</sup>	April 27 <sup>th</sup>
May	June 3 <sup>rd</sup>	May 25 <sup>th</sup>
June	July 1 <sup>st</sup>	June 22 <sup>nd</sup>

**State Report Submission Dates 2014-15**

All documents listed for the month should be submitted to the appropriate entity as stated by the Indiana Department of Education.

State Report	Final Submit Date (2014)	Final Submit Date (2015)
DOE-MF (Master File School/Directory)	September 5 <sup>th</sup>	
DOE-ES (Expulsion/Suspension)	September 5 <sup>th</sup>	
DOE-SP (School Personnel Number)	September 30 <sup>th</sup>	
DOE-ME (Membership)	October 3rd	February 20 <sup>th</sup>
DOE-TL (ECA, ISTEP, ISTAR, IREAD)	October 20 <sup>th</sup>	January 15 <sup>th</sup> , February 23 <sup>rd</sup> , March 5 <sup>th</sup> , and April 30 <sup>th</sup>
DOE-TB (Textbook Reimbursement)	October 31st	
Las Links Report	November?	
DOE-GR (Graduates)	November 7th	
DOE-NE (Non-Certified)	November 14th	
DOE-CE (Certified Employee)	November 17th	June 26 <sup>th</sup>
DOE-ER (Educator Evaluation Results)	November 15 <sup>th</sup>	
DOE- HB (Homebound/Hospitalized)	December 1st	
DOE-LM (English Language Learner)	December 12 <sup>th</sup>	
DOE-SE (SPED)	December 10 <sup>th</sup>	April 15 <sup>th</sup>
DOE-NT (Non-Tested)	December 5 <sup>th</sup>	
DOE-CC (Course Completion)		February 13 <sup>th</sup> , June 26 <sup>th</sup>
DOE-CP (Certified Position)		February 13 <sup>th</sup> , June 26 <sup>th</sup>
DOE-EE (Educator Evaluation)		May 30 <sup>th</sup>
DOE-STN (Student Test Number Lookup)		June 30 <sup>th</sup>